

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-10 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-D-14-001	Contract Period 01/01/2014 To 12/31/2014 Base <input checked="" type="checkbox"/> Option Period Number	Title of Work Assignment/SF Site Name RLSL Campaign								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2014 To 12/31/2014								
Comments: To assist EPA and its partners in achieving the goals of the RLSL campaign by supporting implementation of the Federal Radon Action Plan. This WA includes 250 hours to prepare the work plan and begin work. To the best of our knowledge, this work does not duplicate any work previously performed, or currently being performed by this office.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 0						
01/01/2014 To 12/31/2014										
This Action:				250						
				250						
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Katrin Kral							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-343-9454			
							FAX Number:			
Project Officer Name Annette Johnson							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-343-9489			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Antonio L. Leathers							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 919-541-2312			
							FAX Number:			

DATE:

WORK ASSIGNMENT

CONTRACTOR: Scientific Consulting Group, Inc. (SCG)
CONTRACT NUMBER: EP-D-14-001

WORK ASSIGNMENT NO:

WORK ASSIGNMENT TITLE: Support for the Radon Leaders Saving Lives campaign

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Mailing Address:
Katrin Kral
Indoor Environments Division (6609J)
US EPA
1200 Pennsylvania Ave., NW
Washington, DC 20460
(202) 343-9454

Delivery Address:
Katrin Kral
Indoor Environments Division
4th Floor (Rm: 413M)
US EPA
1310 L Street, NW
Washington, DC 20005

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE:

Mailing Address:
Susie Shimek
Indoor Environments Division (6609J)
US EPA
1200 Pennsylvania Ave., NW
Washington, DC 20460
(202) 343-9615

Delivery Address:
Susie Shimek
Indoor Environments Division
4th Floor (Rm:427M)
US EPA
1310 L Street, NW
Washington, DC 20005

LEVEL OF EFFORT: Hours

PERIOD OF PERFORMANCE: 1/1/2014 through 12/31/2014.

1. BACKGROUND

Radon is the second leading cause of lung cancer and responsible for an estimated 20,000 deaths per year. Nearly one in 15 homes has radon concentrations above the EPA recommended action level. The 1988 Indoor Radon Abatement Act (IRAA) specifically gives EPA the authority to conduct its National Radon program. The IRAA establishes a long-term goal that indoor air be as free from radon as the ambient air outside buildings. The law authorized funds for radon-related activities at the state and federal levels:

- Establishing state programs and providing technical assistance
- Conducting radon surveys of schools and federal buildings
- Establishing training centers and a proficiency program for firms offering radon services

- Developing a citizen's guide to radon
- Developing model construction standards.

EPA's radon program is designed to reduce radon exposure through the use of mitigation technologies in existing homes, the use of radon resistant construction in new homes, and the mitigation of radon in schools. In 2007, EPA, along with the Conference of Radiation Control Professionals and the American Association of Radon Scientists and Technologists, launched the Radon Leaders Saving Lives (RLSL) campaign with the stated goal of doubling action on radon within five years. In 2011, EPA and eight federal agencies joined efforts to more aggressively reduce radon risk through release of the Federal Radon Action Plan. With this Action Plan, the federal government is seeking to leverage and advance existing state, local and national programs to create healthier home and school environments for America's families.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

2. PURPOSE

In order to meet the Radon Leaders Saving Lives (RLSL) campaign goal, EPA, its federal partners and the States must identify and implement the most effective partnerships, policies and program elements to make the program as efficient as possible in achieving radon risk reduction. The purpose of this work assignment is for the contractor to assist EPA and its partners in achieving the goals of the RLSL campaign by building stronger state programs, supporting implementation of the Federal Radon Action Plan, improving regional and national radon meetings, and developing communication tools and strategies to promote best practices.

In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."

3. SCOPE OF WORK

Task 1: Prepare a work plan and cost proposal for accomplishing the work

The contractor shall submit work plan and cost proposal to the Work Assignment Contracting Officer's Representative within 20 calendar days of the receipt of the approved work assignment. The cost estimate for all tasks described in this work assignment shall detail the contractor's cost estimate for accomplishing the work assignment, including a schedule of deliverables, estimated labor hours and other direct cost's. Estimates in the cost proposal shall include travel and other costs necessary to implement the program.

Deliverable:

- 1.1** The contractor shall prepare and submit a work plan and cost proposal within 20 calendar days of the effective date of the approved work assignment.

Task 2: Meeting and Technical Guidance with EPA WAM

The contractor shall meet with the EPA WAM (at EPA/DC) to discuss particulars concerning the cost proposal/work assignment within 15 working days of the effective date of the approved work assignment. Subsequently, the contractor shall meet on an as-needed basis to receive EPA guidance and discuss issues regarding all tasks indicated. For planning purposes, the contractor should plan on meeting weekly via phone, and at least once a month in person.

Deliverables:

- 2.1** The contractor shall participate in an initial meeting within 15 working days of the effective date of the approved work assignment.
- 2.2** The contractor shall participate in regular meetings and email EPA WAM meeting notes capturing key streams of work discussed and action items within 4 working days of each meeting.
- 2.3** The contractor shall provide EPA WAM weekly status updates that include key milestones, activities completed, budget update, contractor requests and needs, issues identified and pending work. Unless otherwise specified through technical direction, the contractor shall provide updates by Friday COB.

Task 3 Provide support for regional and national radon meetings - (E.2. a-e, D.2. 1)

The contractor shall support the planning and execution of national and regional stakeholder meetings, the 2014 National Radon Meeting, EPA HQ/Regional meetings, and EPA sponsored radon stakeholder meetings with state and tribal radon officials, EPA Regional Staff, radon industry professionals, non-profits and other radon stakeholders.

The contractor shall provide facilitation services, subject matter expertise and/or content development for events and meetings, including 2-3 regional stakeholder meetings, and the 2014 National Radon Meeting, 2-4 stakeholder events (e.g. NCSL annual meeting) and RLSSL principal meetings. The contractor shall assist in developing the meeting agendas, including conducting stakeholder interviews to scope and refine agenda topics, consolidating comments received on the draft agenda, and producing a final version of the agenda. If directed by the WAM, the contractor shall facilitate the meetings or secure the services of professional facilitators, and prepare meeting notes. In addition, if directed by the WAM the contractor shall identify, recruit, and assemble local, regional and national radon best practices experts to attend meetings, conferences, workshops and symposia to address to share and promote best practices. If directed, the contractor shall organize prep sessions for speakers and develop draft presentation materials. For cost estimate purposes, the contractor should plan to support travel for up to 5 experts located across the country.

Deliverables:

- 3.1** 10 days prior to scheduled meetings provide the EPA WAM with a working agenda/facilitator's outline.
- 3.2** Contact radon stakeholders as directed by the WAM (e.g. to receive input, receive feedback, arrange travel, and help prepare for presentations), organize prep session and/or prepare draft materials as directed at least 5 days prior to the meeting.
- 3.3** Within 5 working days of the completion of the meeting provide EPA WAM with a draft summary of the meeting. Within 2 working days of receiving comments from the WAM, prepare a final meeting summary.

Task 4 Support implementation of the Federal Radon Action Plan - (E.2. a-c, D.2. 1)

The contractor shall support EPA and its federal partners with implementation of the Federal Radon Action Plan (www.epa.gov/radon), including the federal contribution to the national effort in partnership with allied organizations to mitigate 10 million homes and save 6,500 lives by 2015. Unless otherwise specified through technical direction activities will include facilitation, strategic plan development, communication with partners via email, project planning and tracking, agenda development, preparation of meeting notes and support with implementation of EPA-led commitments. The WAM will provide the contractor with technical direction specifying the type of activities required to support implementation of EPA-led commitments. At a minimum these activities will include research and development of options papers.

Deliverables:

- 4.1** Routinely manage email correspondence with federal partners.
- 4.2** 4 working days prior to scheduled meetings provide the EPA WAM with a working agenda/facilitator's outline.
- 4.3** Within 5 working days of the completion of the meeting provide EPA WAM with a draft summary of the meeting.
- 4.4** When directed to support implementation of the Action Plan (including the federal contribution to the national effort in partnership with allied organizations), the contractor shall submit written deliverable within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WAM, the contractor shall submit a final draft.

The contractor shall submit quality objectives and a Quality Assurance Project Plan prior to any data gathering work if tasked work involves the use of environmental data from other sources or collected for other purposes, including literature, industry surveys, compilations from computerized data bases and information systems, or results from computerized or mathematical models of environmental processes and conditions. In these cases, the contractor shall submit the necessary quality assurance documentation within 10 working days of receiving technical direction, once approved, the contractor shall initiate work and submit written deliverable within 10 working days. Within 10 working days of receiving comments from EPA WAM, the contractor shall submit a final draft.

Task 5 Support the Radon Leaders Saving Lives Campaign- (A.2. b; B.2 d-f; C.2. a,c,d,e; D.2. h-j, F.2. a-e)

The contractor shall support EPA and its partners in the implementation of the Radon Leaders Savings Lives (RLSL) Campaign. The goal of the campaign is to double national results (homes mitigated, new homes built RRNC, and lives saved) through the promotion of best practices, improved collaboration and communication between the partner organizations, and the development of new tools and strategies.

- As directed by the WAM, the contractor shall conduct research on state, local, and tribal programs, including web searches, analyzing performance data, and conducting phone interviews. The contractor shall use this knowledge to update and maintain the Radon Change Package and other campaign materials.
- As directed by the WAM, the contractor shall help plan and facilitate quarterly campaign conference calls and up to three webinars. This shall include scheduling the calls, developing agendas, and coordinating with participants and presenters. If the anticipated audience for the webinar is greater than fifty, the contractor should plan to use their in-house webinar software.
- As directed by the WAM, the contractor shall recommend and develop communication tools to promote the campaign. This may include web-based tools, PowerPoint slides, posters, booth displays, multi-media presentations (audio and video), contests, public service campaigns, or press materials. As directed, the contractor will work with EPA's partners to support and update www.radonleaders.org.

Deliverables:

- 5.1** Within 10 working days of being directed to conduct research on radon programs the contractor shall report their draft findings to the WAM.

5.2 Within 5 workings days prior to any scheduled calls or webinars the contractor shall submit a draft agenda and any draft presentation materials. Within 5 days after the calls or webinars the contractor shall provide a summary of discussion.

5.3 As directed by the WAM, the contractor shall recommend and develop additional communication tools to promote the RLSL campaign written within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Within 10 working days of receiving comments from EPA WAM, the contractor shall submit a final draft.

Task 6 TIME SCHEDULE AND DELIVERABLES

The deliverables shall be due as stated below.

The contractor shall provide the WAM with a master and an archive copy on CD-ROM of all final deliverables. All deliverables shall be compatible with ORLA equipment (Microsoft Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website) and must also be provided upon completion of the work assignment.

Task no.	Deliverable	Due Date
Task 1	Work plan and Cost Proposal	20 calendar days after the effective date of the work assignment
Task 2	Meeting with WAW	15 working days after approval of WA by CO
	Technical Guidance	Ongoing
	Weekly Status Updates	Fridays COB – Ongoing
	Working agendas facilitator's outline for scheduled meetings.	10 days prior to scheduled meetings
	Contact radon stakeholders	As directed by WAM
	Draft meeting summaries	Within 5 working days of the completion of the meeting
Task 3	Email correspondence	Ongoing
	Meeting agenda	4 working days prior to scheduled meeting

Task no.	Deliverable	Due Date
	Draft meeting summaries	Within 5 working days of the completion of the meeting
	Draft materials to support implementation of the Action Plan and national effort	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Final draft within 10 working days of received comments from EPA WAM
Task 5	Draft research findings on radon programs.	Within 10 days of receiving direction from the WAM.
	Draft agenda and presentation materials for campaign calls and webinars, discussion summaries.	5 workings days prior; 5 days after
	Shall recommend and develop additional communication tools to promote the campaign	Within 10 working days of receipt of technical direction (unless otherwise specified in technical direction). Final draft within 10 working days of received comments from EPA WAM
Task 6	Master and an archive copy of all deliverables and drafts	December 31, 2014

5. General

Unless otherwise specified in the Work Assignment, the WAM will review deliverables and provide comments within 20 working days after receipt of deliverable. In the event that the WAM's review schedule cannot be met, the WAM will notify the contractor and provide a revised estimate of the completion date for review and comments.

The WAM is authorized to issue technical direction in accordance with the contract clauses.

As necessary, the contractor shall communicate with the WAM to discuss progress made, any problems or obstacles encountered, and the complete status of all ongoing tasks.

The contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.

The contractor shall notify the Project Officer when 75% of the work assignment hours and/or costs have been used.